**HR2130 Human Resource Management – Recruitment and Selection Syllabus**

Fall 2011 Clarenville Campus

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**CLASS MEETS:** Monday 12:30-2:25 Room 119, Wednesday – 8:30-10:25 Room 119, Thursday - 11:30 – 12:25 Room 119

**TEXT:** Catano et. Al. Recruitment and Selection in Canada, 4th edition, Nelson

**SPECIFIC COURSE EVALUATION:**

Case Presentation (Individual) 5%

Case Presentation 2 (Group) 15%

Course Assignment 30%

Midterm Exam 20%

Final Exam 30%

**CASE PRESENTATIONS**

Case 1 will be an ongoing presentation. Your task is to pick a single Recruitment and Selection Topic/Theme such as:

* Recruitment Techniques
* Selection Techniques
* Interview techniques
* Managing People Techniques

You will the scour media, online and printed sources throughout the term for articles, and or pieces related to your selected topic/theme.

You will then post these links to the Courses FB site for others to read. You grade will depend on not only the quantity of your posting, but the regularity of your posting, the relevance of your posting and the interpretation of other’s posting. You will have the opportunity to add content until the last day of classes for the term.

Case 2 will be done as a group and will involve a case analysis and presentation. It will be presented near the end of the term.

**COURSE ASSIGNMENT**

The Course Assignment is designed to give you a better sense of what is involved in the Human Resource Analysis, Recruitment, and Selection process. Therefore the course project will consist of three subparts will be due at different times during the term. The subparts consist of:

Course Project Part 1 – Job Analysis – (Due October 21) (10%)

Course Project Part 2 – Recruitment Interviewing & Selection (Due Dec 2) (20%)

HN2130 – Recruitment and Selection

Term Assignment

**Part 1: the Job Analysis**

PREPARING A JOB ANALYSIS

The Job Analysis is the first and most important stage in the recruitment process, collecting and analyzing information about the tasks, responsibilities and context of the job. Before posting and filling a job it is an ideal opportunity to consider all the aspects of a job so that the right person, with the right skills can be recruited and ultimately selected for the job.

The objective of this course is for you to develop an understanding and appreciation of the recruitment and selection process. The intention of the term project is for you to apply what you have learned in this course to the actual recruitment and selection process.

A Job Analysis is the first step in the recruitment and selection process and that is what this part of the term assignment will have you do. In this assignment I am asking you to consider a hypothetical hiring process for some organization that you are familiar with. Through the sections of the term project you will be responsible for the recruitment and the ultimate selection of a position in that firm – you decide the firm and you decide the position and carry that through the assignment parts.

Your Task in this part of the Assignment – the Deliverables:

1) Determine and describe a hypothetical firm in which you are the HR professional. Describe the firm, its location, its main products/services, number of employees, organizational structure, its location and its goals.

2) As HR manager, you are about to fill a new or an existing job in the firm. Describe the job and the general requirements of the position.

3) Go to the National Occupation Classification system and collect information on the job – present it in your report.

4) Develop a Job Analysis Questionnaire and using it as a tool, conduct an interview with someone you know who occupies a similar position. Complete the questionnaire for the position - Show your results.

JOB ANALYSIS QUESTIONAIRE

A job analysis questionnaire is a great method for completing job analysis and good practice. The questionnaire is divided into two sections as follows:

Section one

Provides details of the post and is based on the six stage job analysis process:

1. job purpose - why is it done

2. defining the job - what is done

3. determine how the job is to be carried out - how

4. job accessibility - who can do it

5. location of work - where

6. hours of work - when

Section two

Provides the justification for why the recruitment is needed, the benefits to the business and more importantly the consequences of not doing so.

Job analysis questionnaire – guidance notes

Job purpose - why is it done?

• the whole job

• different parts of the job

Do not assume that a job that has always been done needs to continue. This may be true, but equally the purpose of the job may change or cease to exist. The change may occur due to technology, new working practices or changes in legislation.

As far as different parts of the job are concerned you need to establish that all activities are essential to the overall purpose of the job.

Defining the job - what is done?

Methods commonly used to gain information for a job analysis are:

• observation of what the job entails, by the person doing the analysis

• a diary written by the jobholder

• analysis of previous job descriptions, rotas, department objectives

• interviewing the current job holder, manager or other employees

Determine how the job is to be carried out - how?

Once you have established all the parts of the job, it is important to consider how the job is carried out. Consider different methods that can be used to carry out the job, for example the use of IT, equipment required.

Job accessibility - who can do it?

How the job is carried out will be dependent on equipment and resources. Remember that modifications and equipment can be provided to help candidates with disabilities undertake the role. You may wish to only advertise the job to a certain group, but must be sure to abide by discrimination legislation.

Location of work - where?

Consider where the job is to be carried out

Hours of work - when?

Ask these questions about the whole job:

• why must the job take place within these hours

• does it have to conform to standard hours

• does evening, weekend and night work need to be part of the job

• what effect might the hours have on excluding people from the job

• consider the effects of when the job might take place on aspects such as compliance with legislation, overtime payments etc.

**Part 2: Recruitment & Interview**

The recruitment and selection process is the major function of the human resource department and this process is the first step towards creating the competitive strength and strategic advantage for the organizations.

The Recruitment process involves a systematic procedure from sourcing the candidates to arranging and conducting the interviews and requires many resources and time.

In this project you are expected to work through a hypothetical recruitment process for the organization that you did the job analysis for in the first assignment.

Step1 - Identifying the vacancy:

The recruitment process begins with the human resource department receiving requisitions for recruitment from any department of the company. These contain:

I. Posts to be filled

II. Number of persons

III. Duties to be performed

IV. Qualifications required

V. Other relevant information

Develop a requisition for your HR department with the appropriate information for the above mentioned categories..

Step 2 - Prepare a job description and person specification.

Prepare a job description (in the correct format) and the education / experience / personal suitability specifications that a qualified person would possess

Step 3 - Develop a job advertisement for the position

Prepare a job advertisement for the position (in an appropriate format)

Step 4 – Develop a series of interview questions for the candidates.

Develop and group the interview questions. Put these questions in an interviewer/interviewee friendly formatted arrangement - complete with weightings and “ideal answerers”. Describe how the interview questions should be asked and explain why the arrangement is as it is and why each question is weighted as it is.

Due: Dec 2

**EXAMS**

There will be a midterm and a final examination. Each exam will consist of a combination of Multiple Choice questions and Essay Questions.

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| ***Course Calendar*** | |
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| **Grading** | |
|  | **Participation**  *Your attendance is expected and needed.* |
| **Credit Value** | |
|  | This course has a value of three (3) credits. |
| **Required Text(s)** | |
|  | |  | | --- | |  | |  |  | |  |  |   Recruitment and Selection in Canada. 3rd. 2005, by Catano, Weisner, Hackett and Methot. Publisher: ITP Nelson  ISBN: 0001678976  Please Note: Textbooks may be ordered by contacting the Distributed Learning Bookstore:  Telephone: 1.709.466.6965  Toll Free: 1.877.465.2250 (Option 2 on menu)  Email: dlsbookstore@cna.nl.ca |
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| **Participation Policy** | |
|  | It is important that you pay close attention to the schedule in this course. I want you to work as a group to learn – that means attendance is expected and preparation/participation is required. This participation is worth 15% (10% Participation – 5% Discussion postings) of your course grade and it’s evaluated not only on participation but the quality of what you have to say. |
| **Office Hours** | |
|  | My job is to help you learn! Please do not hesitate to contact me.  My office hours are noted on my web page at <http://cville.cna.nl.ca/ptilley>. However, please do not hesitate to contact me any time. My office telephone has voicemail so it is available 24/7. I will get back to you no later than the next working day. My telephone number is 709.466.6948. O My office is Room 247, Clarenville Campus. I encourage you to email me with your questions. As well, my regular email is available at [paul.tilley@cna.nl.ca](mailto:paul.tilley@cna.nl.ca). |
| **Late Reports** | |
|  | Projects and/or assignments are to be submitted on or before the specified time. **Late projects or assignments will not be accepted without prior approval of the instructor.** |
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